

Kitsap Coordinated Grant Application 2026

TECHNICAL ASSISTANCE

CAPITAL, CDBG SERVICES AND MICROENTERPRISE
PROJECTS

JUNE 17, 2025

Welcome!

You are at the Capital Technical Assistance Session for the 2026 Coordinated Grant Application Cycle

- Capital - Rental Housing
- Capital - Homeownership Housing
- Capital - Public Facility, Infrastructure, Shelter
- CDBG Services 2026

➤ Housekeeping

This Session will cover

- Community Investments in Affordable Housing (CIAH)
- Community Development Block Grant (CDBG)
- Home Investment Partnership Program(HOME)

Introductions

Kitsap County Staff

Bonnie Tufts

Shannon Bauman

City of Bremerton Staff

Sarah Lynam

Agenda

- Overview of 2026 Coordinated Grant Process
- 2026 Grant Application
- SurveyMonkey Apply Basics
- Starting an Application & Demonstration
- Application Review and Awards Process
- Getting Help and Questions
- Q&A

Overview of Coordinated Grant Application Process

Overview of 2026 Coordinated Grant Application Process

- Same online Application Platform as prior years - SurveyMonkey Apply
- Multiple funding sources will use this platform and applications open and close on slightly different schedules
- CIAH/CDBG/HOME and Homeless Housing & Services
 - Applications opened June 17th @ Noon
 - Application due July 15th @ Noon
- MHCDTC
 - Applications opened June 1st @ Noon
 - Application due June 30th @ Noon

Overview of 2026 Coordinated Grant Application Process

- Applications consist of two parts:
 - Part 1: Organization Application – complete once for your agency
 - Part 2: Project Application – complete one for each project you are requesting funding for
 - Capital - Public Facility, Infrastructure, Shelter 2026
 - Capital - Rental Housing 2026
 - Capital - Homeownership Housing 2026
 - CDBG Public Services 2026
- **You should have received an email with the name of each application type needed for your specific projects.**

2026 Grant Application

Part 1 - Organization Information

Only submit once for ALL 2026 Coordinated Grant Applications

Part 1 includes

- Applicant Organization Information
- Organizational Chart
- Board Information
- Agency Budgets, Financial Statements & Audit
- Fiscal & Procurement Policies
- Non-Discrimination Policies & Procedures

Part 2 – Project Information

Submit ONE Part 2 Application for EACH project.

Part 2 includes:

- Project information
 - history and readiness
 - Timeline
 - Project Management
- Need & Population Served
 - Outreach to target population
 - Eligibility Criteria
- Project Financial Information
 - Sources of Financing & Budget
 - Funding Commitments
 - Cost Estimates

2026 Coordinated Grant Application

Where to find information.....

- **Application Schedule** has key dates
- **NOFA's/RFP's** have information regarding eligibility, amount of money available, application access and submission, staff contact info.
- **Policy Plans** have detailed information including regulations and requirements for each fund type.
- **SurveyMonkey Apply** is the online platform for submission of applications and has the application instructions and links to forms.
- Staff is available by email for questions and technical assistance.

2026 Coordinated Grant Application

The Coordinated Grant Application is 100% ONLINE

Step 1: On or after June 17th go to the Kitsap Coordinated Grant Application website using the link provided in the email from our office.

Step 2: New applicants will need to create a new account. Returning applicants will log in with an existing account.

Step 3: Get started!

Save your work often! You may save, log out, and resume later where you left off. Multiple members of your agency may contribute at different times to the application.

Coordinated Grant Application Registration and Log- in Basics

For NEW Applicants

How to Access
the CGA Grant
Application
Website and
Create a New
Applicant User
Account

- Accessing the Website
- Registering a New Account

Accessing the CGAP Website


You should have received an email from our office with a link to the Survey Monkey site:

<https://apply-kitsap.smapply.io/>

The link will take you to the Coordinated Grant Application landing page

[Log In](#) [Register](#)

Kitsap County Coordinated Grant Application



Welcome to the Kitsap Coordinated Grant Application Process

The Coordinated Grant Application Process brings together separate funding sources utilizing a common application site. This site is used for the following types of applications:

- Federal Kitsap County and City of Bremerton CDBG and HOME funds
- Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax (MHCDTC), and
- Community Investments in Affordable Housing (CIAH) funds.
- Homeless Housing and Services through Homeless Housing Grant Program (HHGP), Affordable Housing Grant Program (AHGP), and Consolidated Homeless grant (CHG)

We hope this online application is a positive and efficient experience for you and your agency. The site will be used by both Kitsap County and the City of Bremerton for the RFP's and NOFA's issued during 2025 for the 2026 application cycle. Agencies will be able to submit one Organization Information Application that can be used for all RFP's and NOFA's.

For information regarding the application process, including the schedules and instructions, visit our websites. Visit Kitsap County Coordinated Grant Application Process Page at <https://www.kitsapgov.com/hs/Pages/HH-Coordinated-Grant-Application-Process.aspx> and City Bremerton at <https://www.bremertonwa.gov/198/Federal-Grants---CDBG>.

Getting Started

Click on General Instructions to download the instructions that will provide overall information on the steps to start and submit an application and how information is collected. Download the files, by fund type as needed, to complete this application below.

For all Applications - Part 1

- [General Application Instructions 2026](#)
- [Organizational Information 2026 Application Instructions \(.pdf\)](#)
- [Board Members 2026 \(.docx in .zip\)](#)
- [Prior Funding 2026 \(.docx in .zip\)](#)

For Services Applications - Part 2

- [MHCDTC Treatment Sales Tax 2026](#)
- [CDBG Services 2026](#)
- [Homeless Housing and Services 2026](#)

For Capital Applications - Part 2

- [Capital Public Facility, Infrastructure & Shelter 2026](#)
- [Capital Rental Housing 2026](#)
- [Capital Homeownership Housing 2026](#)

Before You Begin


Download the General Application Instructions



These provide step by step instructions for completing the Organizational and Project applications

Log In Register

Kitsap County Coordinated Grant Application



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- Federal Kitsap County and City of Bremerton CDBG and HOME funds
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- [Organizational Information 2026 Application Instructions \(.pdf\)](#)
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- [Prior Funding 2026 \(.docx in .zip\)](#)

For Services Applications - Part 2

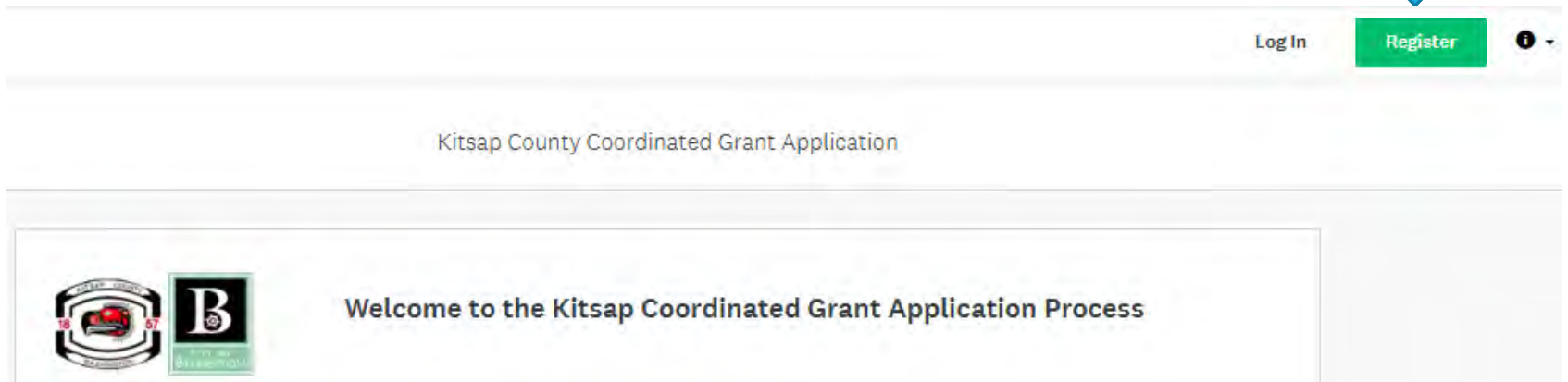
- [MHCDTC Treatment Sales Tax 2026](#)
- [CDBG Services 2026](#)
- [Homeless Housing and Services 2026](#)

For Capital Applications - Part 2

- [Capital Public Facility, Infrastructure & Shelter 2026](#)
- [Capital Rental Housing 2026](#)
- [Capital Homeownership Housing 2026](#)

Registering a NEW Applicant Account

Select the “Register” link along the top of the website to begin registering a new applicant primary account



Register on Apply

Create an account for your Primary or Managing User

Passwords must be at least 8 characters, with at least 1 uppercase letter, 1 lower case letter, 1 number, and 1 special char@cter

Check “I’m not a robot” and complete the Captcha

Finally “Create Account”

[Return to Coordinated Grant Application](#)

[Already have a SurveyMonkey Apply account?](#)

[LOG IN](#)



Register for an applicant account

Register with

G

OR

First name

Douglas

Last name

Adams

Email

doug@megadodo.com

Password

.....



Confirm password

.....



By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

[CREATE ACCOUNT](#)

Welcome!

After registering you will receive a confirmation email.

YOU MUST verify your account using the link in the email. You will not be able to submit your application or complete some steps without clicking the verification link



Welcome!

You have successfully registered for a SurveyMonkey
Apply account for Coordinated Grant Application

We've sent a confirmation link to your email. You won't be able to
submit applications or complete certain tasks until your email
address has been verified.

[Continue to site](#)

Bcc

Subject

SurveyMonkey Apply Account Email Verification

Dear Douglas Adams,

In order to validate your SurveyMonkey Apply account we require
you to verify your email address.

Please click the link below to help us validate that it's really you
and your account should be ready to go.

Thanks,
The SurveyMonkey Apply Team

[Confirm email address](#)

If the button is not clickable, please copy and paste this URL into your browser's address bar: [https://apply:
kitsap.smapply.io/acc/e/4d4dad4b-4b7e-4c64-9631-3b767c3b7ee3/](https://apply.kitsap.smapply.io/acc/e/4d4dad4b-4b7e-4c64-9631-3b767c3b7ee3/)

You are receiving this email from Coordinated Grant Application.

Manage your Organization

After creating your Primary account, you will need to complete some basic information about your organization.

This will allow you to create an organization, where you may add multiple members/users who can work on an application collaboratively. We will discuss adding additional members shortly.

Users who register separate Primary accounts cannot collaborate on the same application.

Complete the following:

- Organization Name
- Tax Number

To apply for programs on behalf of an organization, we need the following information about your organization.

Organization name	
<input type="text" value="Megadodo Publications"/>	
Address (optional)	
<input type="text"/>	
City (optional)	Country (optional)
<input type="text"/>	<input type="text" value="Select a country"/>
Tax country	Tax number
<input type="text" value="USA - EIN Number"/>	<input type="text" value="12-3456789"/>
Organization phone number (optional)	Organization email (optional)
<input type="text"/>	<input type="text"/>
Website (optional)	
<input type="text"/>	

CONTINUE

Registered Successfully



Welcome!

You have successfully registered for a SurveyMonkey
Apply account for Coordinated Grant Application

[Continue to site](#)

For RETURNING and NEW Applicants

How to Access
the CGA Grant
Application
Website and
Manage your
accounts

- Accessing the Website
- Resetting Passwords
- Adding Members or Collaborators
- Changing your Primary Account User

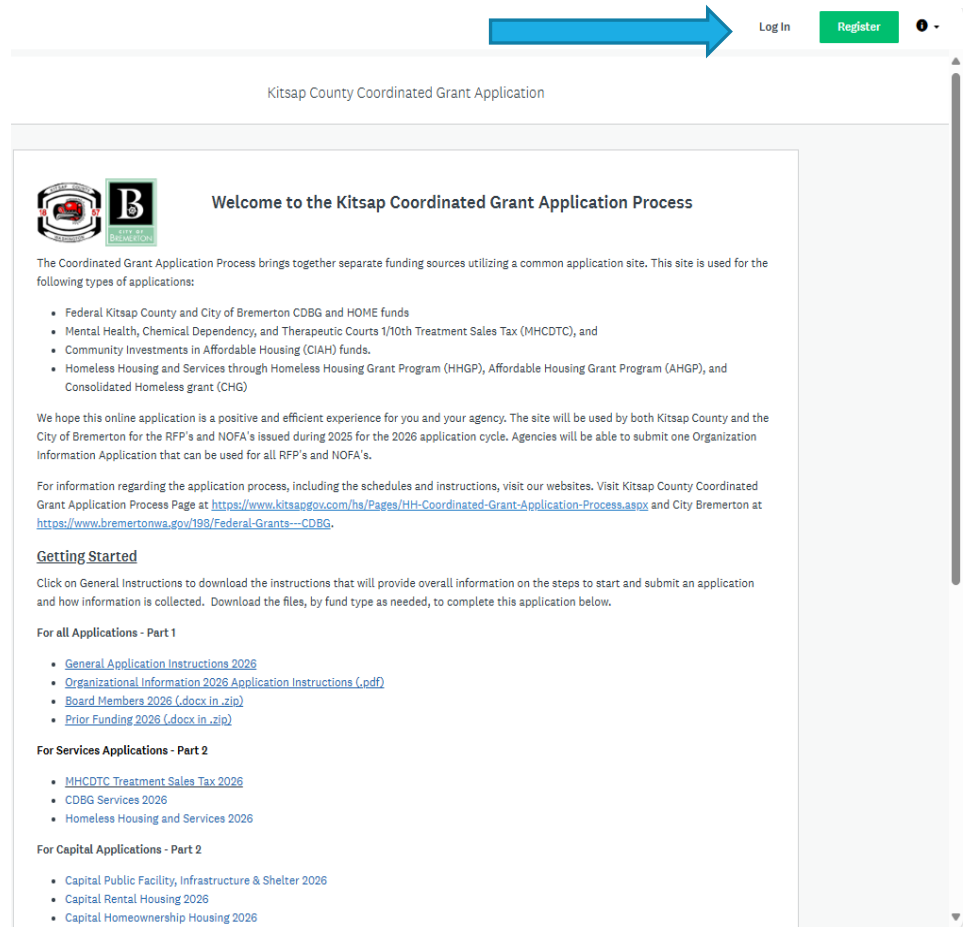
Accessing the CGAP Website

You should have received an email from our office with a link to the Survey Monkey site:

<https://apply-kitsap.smapply.io/>

The link will take you to the Coordinated Grant Application landing page

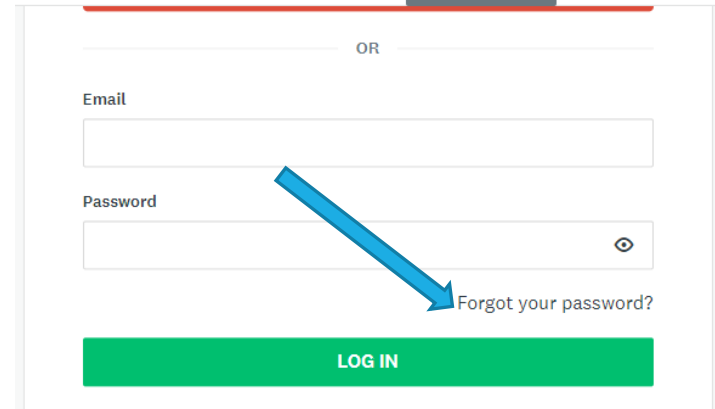
At the top of the page click Log In



Password Reset

Are you a New or Existing User and you have forgotten your password?

1. Go to the homepage at <https://apply-kitsap.smapply.io/>
2. Click **“Log In”**
3. Under the Password field click **“Forgot your password?”**
4. Enter the email address that you use to log into the site
5. Click **“Send Instructions”**
6. Click the link in the email you receive
7. Enter a new password
8. Click **“Reset Password”**



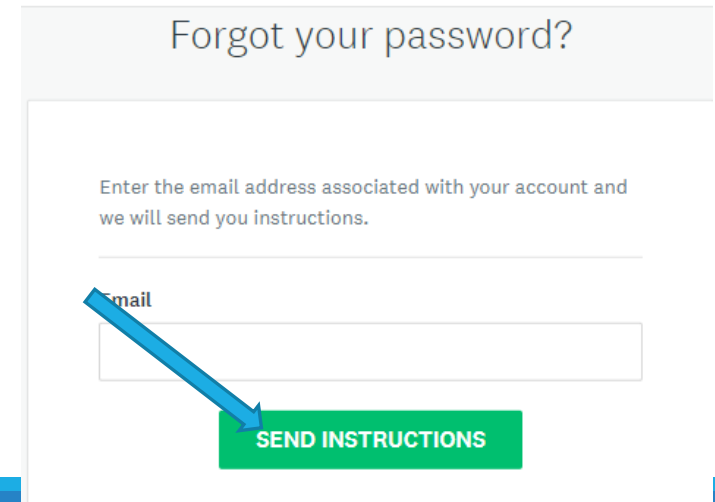
OR

Email

Password

[Forgot your password?](#)

LOG IN



Forgot your password?

Enter the email address associated with your account and we will send you instructions.

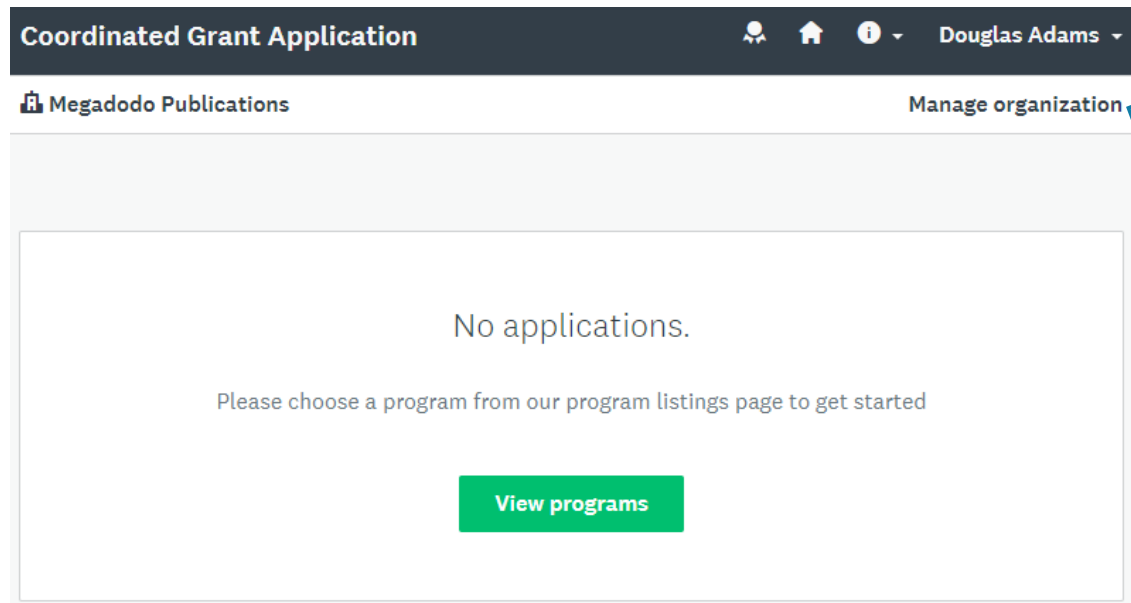
Email

SEND INSTRUCTIONS

Add Members or Collaborators

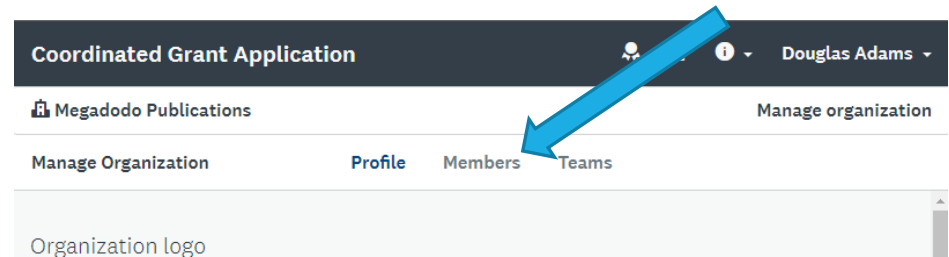
If you will have multiple users working together on an application, use the following steps to create user accounts for your members.

After Logging in with the Primary Account, Select “Manage Organization” from the menu bar.

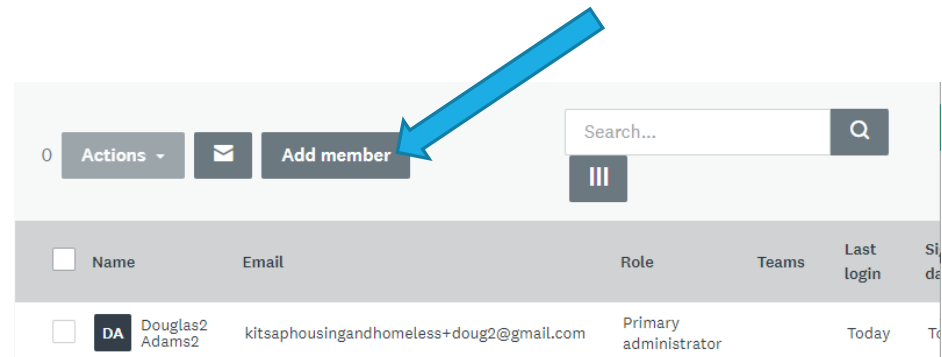


Add Members or Collaborators

From the Manage Organization page select the “Members” tab



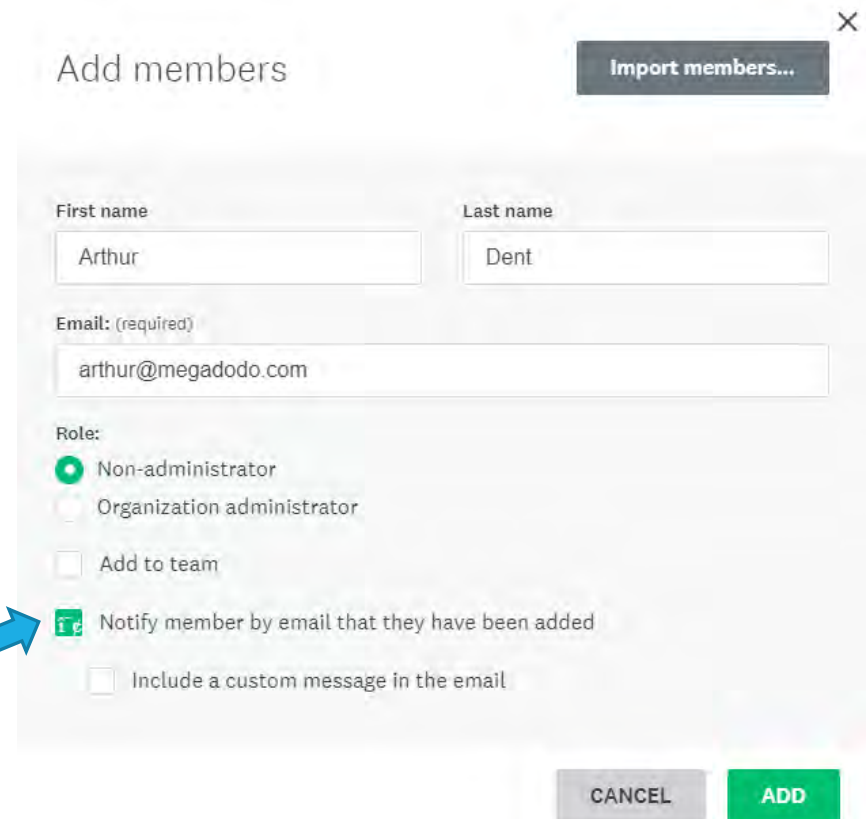
Next select the “Add member” button



Add Members or Collaborators

Create the member by entering their name, email, and select “Notify member by email that they have been added”. This will send the user an invitation email.

The added member will need to select the “**Join now**” link in the invitation email.



The screenshot shows a modal window titled "Add members" with a close button (X) in the top right corner. Inside the modal, there is a form with the following fields and options:

- First name:** Arthur
- Last name:** Dent
- Email: (required):** arthur@megadodo.com
- Role:**
 - ☒ Non-administrator
 - ☐ Organization administrator
- ☐ Add to team
- ☒ Notify member by email that they have been added
- ☐ Include a custom message in the email

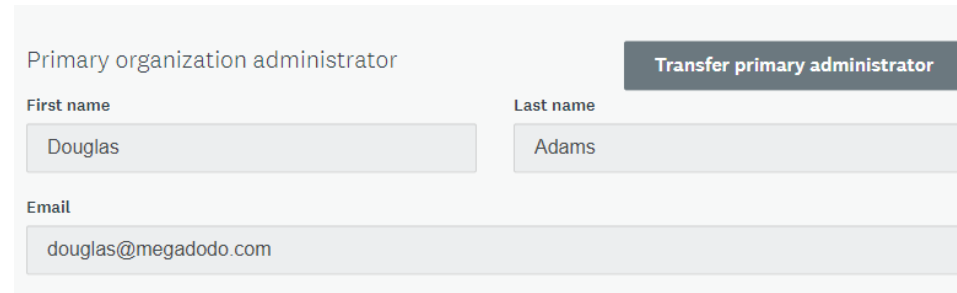
At the bottom of the modal, there are two buttons: "CANCEL" and "ADD". A blue arrow points from the text "The added member will need to select the 'Join now' link in the invitation email." to the "Notify member by email" checkbox.

Transferring Primary Account

When an organization is first registered, the user that registered the organization will become the Primary Administrator. If you are the Primary Administrator you have the option of transferring this access to another member of the organization:

1. Login as an organization administrator
2. Click on **Manage Organization** in the top right corner
3. Click **Profile**
4. Click **Transfer Primary Administrator**
5. Select the new primary administrator
6. Click **Transfer**. You will be removed as the primary administrator of the organization and will be given Non-Administrative permissions to access the organization's applications.

NOTE: If you are currently an organization administrator and wish to become the Primary Administrator, *for example, if the original Primary Administrator has left the Organization*, we would recommend contacting CGA Staff for further assistance.



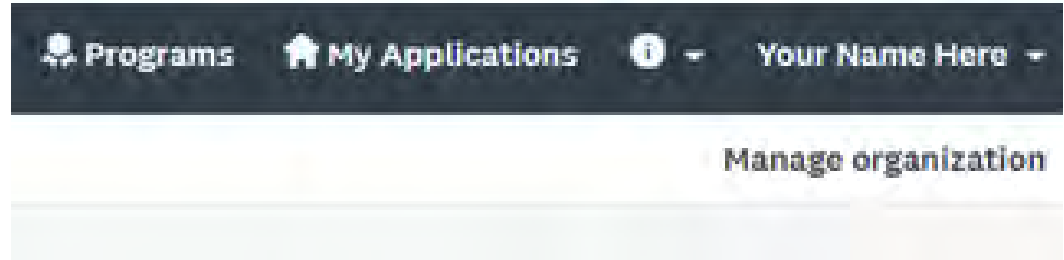
The screenshot shows a web form titled "Primary organization administrator" in the top left corner. In the top right corner, there is a dark grey button with white text that reads "Transfer primary administrator". Below the title, there are three input fields. The first two are side-by-side: "First name" with the value "Douglas" and "Last name" with the value "Adams". Below these is a single "Email" field with the value "douglas@megadodo.com". All input fields have a light grey border and background.

Creating An Application

- Overview of the Coordinated Grant Application Site
- Viewing the Available Application Types
- Creating An Organizational Information and a Project Application

Creating An Application

Once you are logged in click on the “Programs” Link in the SM Apply Menu bar to see the Programs accepting applications



Program Page

The Programs page will display all the available Application Types occurring during the Coordinated Grant Application process, including:

- **Organizational Information 2026**
- **CDBG Public Service 2026**
- **Capital – Rental Housing – 2026**
- **Capital – Public Facility, Infrastructure, Shelter – 2026**
- **Capital – Homeownership Housing 2026**

The screenshot shows a web interface for the 'Coordinated Grant Application' process. At the top, there is a dark header with the title 'Coordinated Grant Application' and a user profile 'Douglas Adams'. Below the header, a light gray bar contains 'Megadodo Publications' and a 'Manage organization' link. The main content area is titled 'Programs' and displays four program cards in a 2x2 grid. Each card has a title, a description of the application period, and a green 'MORE >' button.

Program Name	Application Period
Organization Information ...	Accepting applications from Apr 26 2023 12:01 AM (PDT) to Jul 27 2023 12:01 PM (PDT)
Services Application 2024...	Accepting applications from Apr 27 2023 12:00 AM (PDT) to Jul 27 2023 12:01 PM (PDT)
Capital - Rental Housing - ...	Accepting applications from Jun 15 2023 11:59 AM (PDT) to Jul 27 2023 12:01 PM (PDT)
Capital - Public Facility, In...	Accepting applications from Jun 15 2023 11:59 AM (PDT) to Jul 27 2023 12:01 PM (PDT)

Starting an Application

Click on “More” to begin the application type you want to complete

The screenshot displays the 'Coordinated Grant Application' interface. At the top, a dark header bar contains the title 'Coordinated Grant Application' and user information 'Douglas Adams'. Below this, a light gray bar shows 'Megadodo Publications' and a 'Manage organization' link. The main content area is titled 'Programs' and features four white cards arranged in a 2x2 grid. Each card represents a different application type and includes a green 'MORE >' button at the bottom right. A blue arrow points to the 'MORE >' button of the 'Capital - Rental Housing - ...' card.

Program Name	Accepting Applications From	Accepting Applications To	Action
Organization Information ...	Apr 26 2023 12:01 AM (PDT)	Jul 27 2023 12:01 PM (PDT)	MORE >
Services Application 2024...	Apr 27 2023 12:00 AM (PDT)	Jul 27 2023 12:01 PM (PDT)	MORE >
Capital - Rental Housing - ...	Jun 15 2023 11:59 AM (PDT)	Jul 27 2023 12:01 PM (PDT)	MORE >
Capital - Public Facility, In...	Jun 15 2023 11:59 AM (PDT)	Jul 27 2023 12:01 PM (PDT)	MORE >

Each Program Page will Contain

General Instructions

General info about navigating the online application, downloading/uploading, submitting, reviewing and editing. We recommend printing these instructions for easy reference.

Application Instructions

Question-by-question guidance on answering questions and filling out the application. We recommend using these to create a Word document to complete narrative questions and then paste them into the application.

Forms and Worksheets

Most Applications will contain a Budget and Sources of Financing Worksheet, Performance Measures, and other documents created by CGA Staff that you will need to complete and attach to your application.

These forms are also linked within the applications themselves.

Part 1 – Organizational Information 2026

Every Applicant
MUST complete
this Part 1 –
Organizational
Information
Application ONE
TIME

Organization Information 2026

Each Application has two parts, and you must complete both application types.

1) The **Organization Information 2026** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

Organization Information 2026 Applications are due:

- June 4th 2025 for SFY 2026 Shelter Operations
- June 30th 2025 for MHCDTC
- July 15th for CDBG/HOME, CIAH, Homeless Housing & Services

2) The second part of your application will be to complete one or more of the following services/capital/shelter applications for each of your projects to which you are applying.

For Services Applications - Part 2

[Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax \(MHCDTC\) 2026](#)

CDBG Services 2026

[Homeless Housing and Services 2026](#)

For Capital Applications - Part 2

Capital - Public Facility, Infrastructure, Shelter 2026

Capital - Rental Housing 2026

Capital - Homeownership Housing 2026

The project application types are designed to collect project specific information. Both the Organizational Information 2025 and any program/project applications must be submitted by the application due date for your application to be considered complete.

RESOURCES

Part 1 - Organizational Information Application

Organization Information 2026

Each Application has two parts, and you must complete both application types.

1) The **Organization Information 2026** Application (this application) is designed to collect information pertaining to your entire organization. The Organizational Information Application only needs to be submitted one time.

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For Services Applications - Part 2

[Mental Health, Chemical Dependency, and Therapeutic Courts 1/10th Treatment Sales Tax \(MHCDTC\) 2026](#)

CDBG Services 2026

[Homeless Housing and Services 2026](#)

APPLY

Deadline

Jul 15 2025 12:01 PM (PDT)

To start the application click Apply

Part 1 - Organizational Information Application

For Capital Applications - Part 2

Capital - Public Facility, Infrastructure, Shelter 2026

Capital - Rental Housing 2026

Capital - Homeownership Housing 2026

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RESOURCES

Download the files to complete this application below.

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[Organizational Information 2026 Application Instructions \(.docx in .zip\)](#)

[Board Members 2026 \(.docx in .zip\)](#)

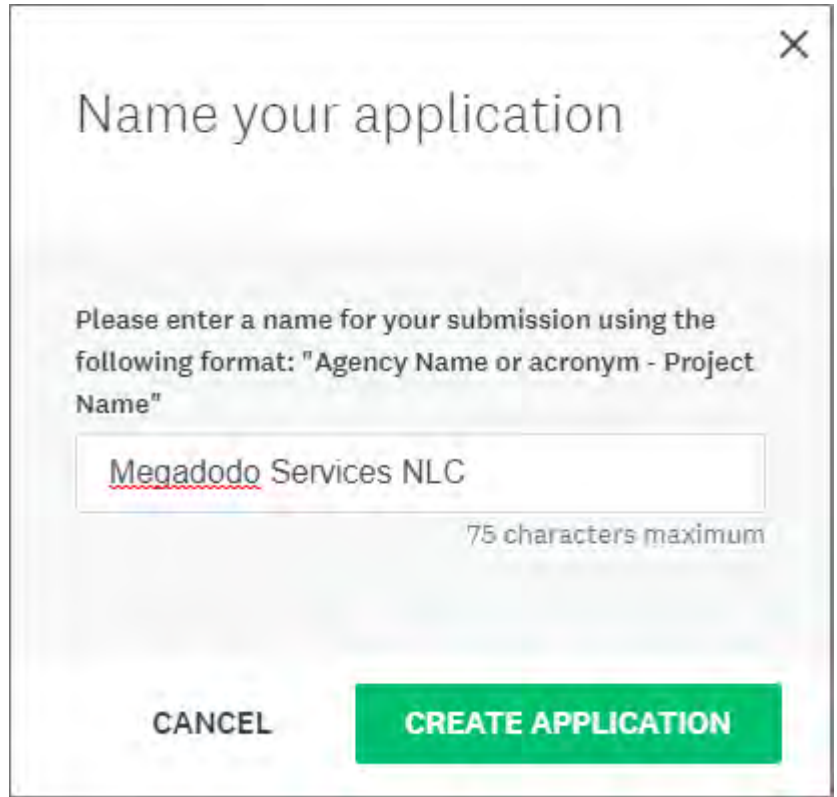
[Prior Funding 2026 \(.docx in .zip\)](#)



Forms to be completed and uploaded for specific questions in the application and Instructions. Download and save these first before clicking Apply.

Name the Application

Name the Organizational
Information Application by the
Agency Name



A screenshot of a web form titled "Name your application" with a close button (X) in the top right corner. The form contains a text input field with the text "Megadodo Services NLC" and a red squiggly underline under "Megadodo". Below the input field, it says "75 characters maximum". At the bottom of the form, there are two buttons: "CANCEL" and "CREATE APPLICATION".

Name your application

Please enter a name for your submission using the following format: "Agency Name or acronym - Project Name"

Megadodo Services NLC

75 characters maximum

CANCEL CREATE APPLICATION

Part 1 - Organizational Information Application

Once you create the Organizational Application you will see three tasks. Click on Task page 1 to begin.

The screenshot displays the 'Organization Information 2026' application interface. On the left, a sidebar shows the progress '0 of 3 tasks complete' with a progress bar, the last edit time 'Jun 10 2025 11:14 AM (PDT)', and buttons for 'REVIEW' and 'SUBMIT'. Below this is the 'Kitsap County Block Grant Program' section, featuring a user profile for Shannon Bauman (sbauman@kitsap.gov) and an 'Add Member or Team' button. The main content area shows the application title 'Test Org App KC', the program name 'Kitsap County Block Grant Program', and the ID 'ORG-INFO26-0000000029'. A blue arrow points from the 'APPLICATION' tab to a list of tasks under the heading 'Your tasks'. The tasks are 'Organization Information 2026 - Task Page 1', 'Organization Information 2026 - Task Page 2', and 'Organization Information 2026 - Task Page 3', each with a right-pointing arrow.

0 of 3 tasks complete

Last edited: Jun 10 2025 11:14 AM (PDT)

REVIEW SUBMIT

Deadline: Jul 15 2025 12:01 PM (PDT)

Kitsap County Block Grant Program

Shannon Bauman
sbauman@kitsap.gov
View & edit

Add Member or Team

Organization Information 2026 [🔗](#) Preview ...

Test Org App KC

Kitsap County Block Grant Program ID: ORG-INFO26-0000000029

APPLICATION ACTIVITY

Your tasks

- Organization Information 2026 - Task Page 1 >
- Organization Information 2026 - Task Page 2 >
- Organization Information 2026 - Task Page 3 >

Part 1 - Organizational Information Application

Every Applicant must submit ONE Organizational Application 2026 for their Organization.

This Application has 3 Pages. You must complete each Page before you may move to the next page

- Page 1 – Organization Info
 - Upload Org Chart, Board Members Worksheet, Bylaws, and Annual Board Minutes
- Page 2 – Staff and Budget
 - Upload Agency Budget, Financial Statements, Balance Sheet, Cash Flow, and Audit as needed
- Page 3 – Financial, Fiscal, and Policies
 - Upload IRS 990 tax return, Agency Annual Report (if available), Fiscal Control Policies, Procurement Policies, and Non-Discrimination Policies



Organization Information 2026 - Task Page 1



Organization Information 2026 - Task Page 1

The Organization Information Application only needs to be completed one time during the 2026 Application Cycle. Your agency may then submit any number of project/program applications responding to RFPs and NOFAs from funding sources participating in the Kitsap County Coordinated Grant Application Process.

* For all attachments and uploads use the following naming convention:
[Agency Acronym].[File Description]

* Example: KC_990Form.pdf

Resource Links:

- [Application Instructions 2025 - Organization Information](#) (.pdf)
- [Board Members 2026](#) (.docx in .zip)
- [Prior Funding 2026](#) (.docx in .zip)

1. Organization Information

Organization's Legal Name

Executive Director

Organization's Mailing Address & Physical Address (if different)

Director's Phone Number

Director's Email Address

Part 1 - Organizational Information Application

- You must complete all questions on a page before you can proceed to the next.
- Save your work frequently – use the “Save and Continue Editing” button
- Safest method: download instructions and complete all narratives and forms prior to working in SurveyMonkey Apply.
- Less safe: working directly in SurveyMonkey, using “placeholder” answers, and uploading “temporary files”.
 - Less safe can mean incomplete submissions!

Part 2 – Project Applications

Every Applicant
must complete a
Part 2 – Project
Application for
EACH Project for
which they are
submitting

Applications Available include:

- CDBG Public Services 2026
- Capital - Rental Housing – 2026
- Capital - Public Facility, Infrastructure, Shelter – 2026
- Capital – Homeownership Housing - 2026

Capital - Rental Housing - 2024

Complete this application for your Capital rental housing project applying for funding from the CGAP Process. This application is for programs providing services funded by the following sources:

- Kitsap County & City of Bremerton CDBG
- Kitsap County & City of Bremerton HOME
- Kitsap County HOME-ARP
- Community Investments in Affordable Housing (CIAH)

Resources:

There are several forms that will need to be downloaded, completed, and uploaded to a specific question throughout the application. Each of those forms are linked to the appropriate question. You can also download all of those forms here:

[Timeline](#)

[Project Budget](#)

[Operating Pro Forma](#)

We have also provided Application Instructions that may be helpful as you work through the application.

[General Application Instructions](#)

[Rental Housing Application Instructions](#)

APPLY

Opens
Jun 15 2023 11:59 AM (PDT)

Deadline
Jul 27 2023 12:01 PM (PDT)

Part 2 – Project Applications

Capital - Rental Housing - 2024

Complete this application for your Capital rental housing project applying for funding from the CGAP Process. This application is for programs providing services funded by the following sources:

- Kitsap County & City of Bremerton CDBG
- Kitsap County & City of Bremerton HOME
- Kitsap County HOME-ARP
- Community Investments in Affordable Housing (CIAH)

Resources:

There are several forms that will need to be downloaded, completed, and uploaded to a specific question throughout the application. Each of those forms are linked to the appropriate question. You can also download all of those forms here:

[Timeline](#)

[Project Budget](#)

[Operating Pro Forma](#)

We have also provided Application Instructions that may be helpful as you work through the application.

[General Application Instructions](#)

[Rental Housing Application Instructions](#)

APPLY

Opens

Jun 15 2023 12:09 AM (PDT)

Deadline

Jul 27 2023 12:01 PM (PDT)

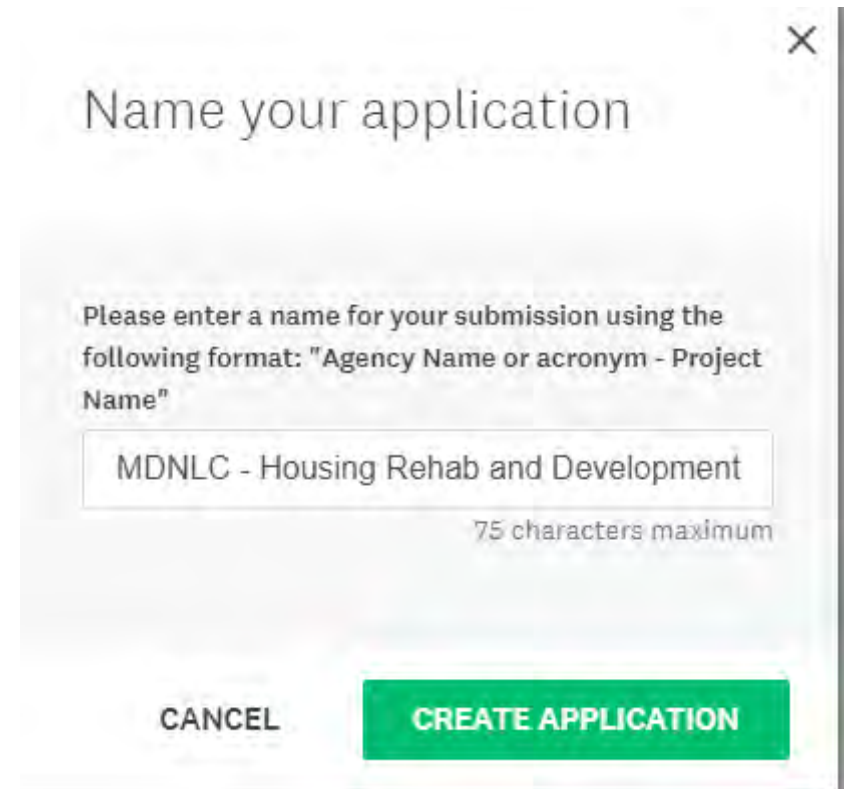
To start the application click Apply

Forms to be completed and uploaded for specific questions in the application and Instructions. Download and save these first before clicking Apply.

Name the Application

Give the application a name for the project or program.

Please make sure to include your **Agency Name or Acronym** with the project name, so that staff and reviewers will know which Projects are submitted by the Agency



A screenshot of a web application dialog box titled "Name your application" with a close button (X) in the top right corner. The dialog contains a text input field with the placeholder text "Please enter a name for your submission using the following format: 'Agency Name or acronym - Project Name'". The input field contains the text "MDNLC - Housing Rehab and Development". Below the input field, it says "75 characters maximum". At the bottom of the dialog, there are two buttons: "CANCEL" and "CREATE APPLICATION".

Name your application

Please enter a name for your submission using the following format: "Agency Name or acronym - Project Name"

MDNLC - Housing Rehab and Development

75 characters maximum

CANCEL CREATE APPLICATION

Application Dashboard

Coordinated Grant Application

Programs My Applications Shannon Bauman ▾

Kitsap County Test Manage organization

0 of 3 tasks complete

Last edited: Jun 22 2023 10:24 AM (PDT)

REVIEW

SUBMIT

Deadline: Jul 27 2023 12:01 PM (PDT)

Kitsap County Test

SB

Shannon Bauman
bauman4@wavecable.com
View & edit

Add Member or Team

Capital - Public Facility, Infrastru...

Preview

Shannon's Test App

Kitsap County Test ID: PFIS24--0000000001

APPLICATION

ACTIVITY

Your tasks

Project Information - PFIS
Deadline: Jul 28 2024 12:01 PM (PDT)

Need and Population Served - PFIS
Deadline: Jul 28 2024 12:01 PM (PDT)

Information - PFIS
Jul 28 2024 12:01 PM (PDT)

Select a task to begin filling out the application. You must complete all tasks before you can submit the application

You can add members you created from the primary account here to collaborate on the application

Application Dashboard

The Application Dashboard will display:

- Tasks that are complete (green circle with check)
- Tasks that have been started (half full circle)
- Tasks that have not been started (empty circle)
- Number of tasks complete
- When ALL Tasks are complete the Submit Button will show in green, and applicants will be able to review and submit the application

The screenshot displays the Application Dashboard interface. On the left, a summary card shows '1 of 8 tasks complete' with a progress bar, the last edit time 'Jun 23 2023 02:46 PM (PDT)', and 'REVIEW' and 'SUBMIT' buttons. Below this is a section for 'Megadodo Publications' with a user profile for Douglas2 Adams2. On the right, a card for 'Shannon's Test App' includes a 'Preview' link and tabs for 'APPLICATION' and 'ACTIVITY'. The 'Your tasks' section lists three items: 'Project Information - PFIS' (completed), 'Need and Population Served - PFIS' (in progress), and 'Financial Information - PFIS' (not started).

1 of 8 tasks complete

Last edited: Jun 23 2023 02:46 PM (PDT)

REVIEW SUBMIT

Deadline: Jul 27 2023 12:01 PM (PDT)

Megadodo Publications

Douglas2 Adams2
kitsaphousingandho...
View & edit

Capital - Public Facility, Infrastru... [Preview](#)

Shannon's Test App

Kitsap County Test ID: PFIS24--0000000001

APPLICATION ACTIVITY

Your tasks

- Project Information - PFIS
Completed on: Jun 22 2023 10:33 AM (PDT)
- Need and Population Served - PFIS
Completed on: Jun 22 2023 10:37 AM (PDT)
- Financial Information - PFIS
Completed on: Jun 22 2023 10:40 AM (PDT)

Part 2 – Project Information Tasks

1. Program Information

- Funding request
- Location(s) of the project(s), number of housing units, brief description
- Project Activity Information
- Consideration for Federal Funds (PFIS & Rental)
- Upload a map (PFIS & Rental)
- Narrative and History
- Readiness
- Site Control Status
- Timeline
- Development Expertise
- Management Experience and Plan
- Eligibility and Affordability (Rental Housing)
- Environmental Review

Part 2 – Project Information Tasks

2. Need and Population Served

- Household Income Categories
- Intake & Eligibility Criteria
- Outreach Plan
- Community/Project Need and Impact

Part 2 – Project Information Tasks

3. Financial Information

- Capital Budget & Finance Worksheet
- Funding Commitments
- Cost Estimates
- Match (Rental Housing)
- Operating Pro Forma (Rental Housing)
- Sustainability Plan

Part 2 – Project Information Tasks

Capital Budget and Financing

- Excel Workbook has 3 tabs.
- The first tab provides detailed instructions.



Kitsap County Human Services Coordinated Grant Application Process

Combined Capital Budget and Financing 2026 Instructions

This form is collects information regarding the funding of your capital project. Complete Capital Sources of Financing, Capital Budget, and Capital Financing Costs worksheets. The Capital Sources of Financing worksheet should include all sources of funding for the program, current and anticipated, in the grant year. The Capital Budget worksheet should show all costs to develop the project.

REPORT FORM INSTRUCTIONS

Element Information	Capital Sources Worksheet
Organization Name:	Cell B2
Program Name <i>Enter the name of your Services Program or Project Name</i>	Cell B3
Funding Source <i>Enter the name of funding sources that are currently, or anticipated, to fund the program in the grant cycle year. In the following Funding Source sections you will enter the names of the other funding sources that will be funding your services program.</i> <i>This section consists of groups of funding sources including:</i>	

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Sources worksheet input the Requested amount from CGAP funds.
- Input other funding sources information for your project from Federal , State, Other Local (excluding funding from this request), Applicant, Private Sources, and In-Kind.

2026 Sources of Financing - All Project Funding Sources				
Organization Name:				
Program:				
Funding Source	Requested	Conditional	Committed	TOTAL
Total CGAP Requested Funds (CDBG, HOME, MHCDC, CIAH)				\$
Total Requested Funds	\$ -	\$ -	\$ -	\$
Federal				
				\$
				\$
				\$
				\$
				\$
Total Federal	\$ -	\$ -	\$ -	\$
State				
				\$
				\$
				\$
				\$
				\$
Total State	\$ -	\$ -	\$ -	\$
Local				
				\$
				\$
				\$

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Financing Costs worksheet input the estimated development costs associated with financing the capital project for Reserves/Contingency, Interest, Construction Loan/Fees, Bridge Loan Fees, Permanent Loan Fees, and Bond Issuance Fees

2026 Capital Project Financing					
Organization Name:					
Program:					
Enter your estimated development costs associated with financing your capital project.					
	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost per Square Foot	Cost as % of Total
Reserves / Contingency					
Lease Up / Operating / Services			\$0.00	#DIV/0!	#DIV/0!
Development			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	\$0	\$0	\$0.00	#DIV/0!	#DIV/0!
Interest					
Construction Period			\$0.00	#DIV/0!	#DIV/0!
Bridge Loan			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	\$0	\$0	\$ -	#DIV/0!	#DIV/0!
Construction Loan Costs/Fees					
Lender Inspection Fees			\$0.00	#DIV/0!	#DIV/0!
Lender Title Insurance			\$0.00	#DIV/0!	#DIV/0!
Lender Legal Fees			\$0.00	#DIV/0!	#DIV/0!
Loan Fees			\$0.00	#DIV/0!	#DIV/0!
Loan Closing Fees			\$0.00	#DIV/0!	#DIV/0!
Property Taxes (Construction Period)			\$0.00	#DIV/0!	#DIV/0!
Insurance			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	\$0	\$0	\$ -	#DIV/0!	#DIV/0!

Part 2 – Project Information Tasks

Capital Budget and Financing

- In the Capital Budget worksheet input the estimated development costs associated with financing the capital project for Acquisition Costs, Construction/Rehab Costs, Development Costs, and General Fees

2026 Capital Project Budget					
Organization Name:					
Program:					
Square Footage:					
Enter the estimated costs associated with your project from CGAP Sources and Other Funds					
	Requested CGAP Funds	Non-CGAP Funds	Estimated Costs	Cost per Square Foot	Cost as % of Total
Acquisition Costs					
Purchase Price			\$0.00	#DIV/0!	#DIV/0!
Land			\$0.00	#DIV/0!	#DIV/0!
Improvements			\$0.00	#DIV/0!	#DIV/0!
Liens and Other Taxes			\$0.00	#DIV/0!	#DIV/0!
Closing/Recording			\$0.00	#DIV/0!	#DIV/0!
Extension Fees			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
Other:			\$0.00	#DIV/0!	#DIV/0!
SUBTOTAL	\$0	\$0	\$ -	#DIV/0!	#DIV/0!
Construction/Rehab. Costs					
Off-site Work			\$0.00	#DIV/0!	#DIV/0!
On-site Work			\$0.00	#DIV/0!	#DIV/0!
Site Remediation			\$0.00	#DIV/0!	#DIV/0!
Demolition			\$0.00	#DIV/0!	#DIV/0!
Commercial Space/Building			\$0.00	#DIV/0!	#DIV/0!
Common Use Facilities			\$0.00	#DIV/0!	#DIV/0!
Elevator			\$0.00	#DIV/0!	#DIV/0!
Laundry Facilities			\$0.00	#DIV/0!	#DIV/0!
Storage/Garages			\$0.00	#DIV/0!	#DIV/0!
Landscaping			\$0.00	#DIV/0!	#DIV/0!
General Conditions			\$0.00	#DIV/0!	#DIV/0!

To Edit a Completed Task

The screenshot displays the 'Coordinated Grant Application' interface. The top navigation bar includes 'Programs', 'My Applications', and a user profile for 'Shannon Bauman'. The main header shows 'Kitsap County Test' and a 'Manage organization' link. On the left, a sidebar lists tasks: 'Pre-Application Identified Funding Sources', 'Program Narrative 2024' (highlighted with a green checkmark and a right arrow), 'Need and Population 2024', 'Financial Information 2024', and 'Performance Measures Worksheet'. A progress bar indicates '2 of 5 tasks complete' and shows the last edit time as 'Jun 22 2023 11:53 AM (PDT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area shows the 'Program Narrative 2024' task as 'Completed Jun 22 2023'. Below this is the 'Program Description 2024' section, followed by a 'RESOURCES' list with links to various application instructions. The form fields for 'Agency Name' (Shannon's Test) and 'Program Name' (Services Test) are visible. A blue callout box with an arrow points to a three-dot menu icon, with the text: 'Choose the task you want to edit and then click here to select Edit from the pop-up menu'. The menu options are 'Download', 'Reset', and 'Edit'.

Coordinated Grant Application

Programs My Applications Shannon Bauman

Kitsap County Test Manage organization

< Back to application

Services Application 2024 * Test*

Shannon's Test Project

ID: SERV24--0000000070

✓ Pre-Application Identified Funding Sources

✓ Program Narrative 2024

○ Need and Population 2024

○ Financial Information 2024

○ Performance Measures Worksheet

2 of 5 tasks complete

Last edited: Jun 22 2023 11:53 AM (PDT)

REVIEW SUBMIT

Deadline: Jul 27 2023 12:01 PM (PDT)

✓ Program Narrative 2024 Completed Jun 22 2023

Program Description 2024

This application is for SERVICES applications

PROGRAM DESCRIPTION

RESOURCES

Download the files, by fund type as needed, to complete this application below.

- [General Application Instructions 2024](#)
- [Bremerton CDBG Job Training Application Instructions & Docs \(.zip\)](#)
- [Community Investments \(CIAH\) Application Instructions & Docs \(.zip\)](#)
- [Homeless Housing and Services Application Instructions & Docs \(.zip\)](#)
- [MHCDTC Treatment Sales Tax Application Instructions & Docs \(.zip\)](#)
- [KC & Bremerton CDBG Microenterprise Application Instructions & Docs \(.zip\)](#)

Agency Name

Shannon's Test

Program Name

Services Test

Total Amount of Funds Requested for 1 Program Year

Enter the amount of funds you are requesting for this program from this grant process.

Choose the task you want to edit and then click here to select Edit from the pop-up menu

Download

Reset

Edit

Submitting a Completed Application

Once you have completed all the tasks for your application you will see green check marks. Once you submit it you will see a green check mark next to Submitted. You will also receive an email from the system.

You may edit your application after you have submitted until the application closes on at Noon on July 16th.

The screenshot displays the 'Coordinated Grant Application' web interface. At the top, a dark navigation bar includes 'Programs', 'My Applications', and a user profile for 'Shannon Bauman'. Below this, the header identifies the user as 'Kitsap County Test' and provides a 'Manage organization' link.

The main content area is divided into two panels. The left panel, titled 'Back to application', lists the application details: 'Capital - Public Facility, Infrastructure...', 'Shannon's Test App', and ID 'PFIS24--000000001'. It shows three tasks with green checkmarks: 'Project Information - PFIS' (Cannot be modified), 'Need and Population Served - PFIS' (Cannot be modified), and 'Financial Information - PFIS' (Cannot be modified). At the bottom of this panel, a green checkmark indicates the application is 'Submitted', with a timestamp 'Submitted on: Jun 22 2023 10:40 AM (PDT)' and a progress bar showing '3 of 3 tasks complete'.

The right panel, titled 'Financial Information - PFIS', shows the application is 'Completed Jun 22 2023 10:40 AM (PDT)' with a 'Deadline: Jul 28 2024 12:01 PM' and is in 'Read only' mode. It details the '20. Project Financing' section, instructing users to download the 'Capital Project Finance Sheet 2024' Excel form and fill it out. It lists requirements for funding, such as conditional funding being conditioned on local matching funds and the total CGAP funds request equaling the total budget. At the bottom, there is a download button for '2023 Income Limits.xlsx' (File type: xlsx, Size: 12.3 kB) and a 'VIEW FULL SCREEN' button.

To Download Your Application

Don't forget to download your application for your records.

Coordinated Grant Application

Programs My Appli

Kitsap County Test

Submitted

Submitted on: Jun 22 2023 10:40 AM (PDT)

Kitsap County Test

Shannon Bauman
bauman4@wavecable.com
[View & edit](#)

Add Member or Team

Capital - Public Facility, Infrastru...

Preview

Shannon's Test App

Kitsap County Test ID: PFIS24--0000000001

APPLICATION ACTIVITY

Your tasks

Project Information - PFIS
Cannot be modified

Need and Population Served - PFIS
Cannot be modified

Financial Information - PFIS
Cannot be modified

Every Application Must Include Both to be Complete

The screenshot displays a list of applications under the heading "All Applications". Two application cards are visible, both marked as "SUBMITTED" with a green checkmark icon. Each card has a "VIEW" button at the bottom and a timestamp indicating it was submitted on "Jun 23 2023 03:52 PM (PDT)" and "Jun 23 2023 03:54 PM (PDT)" respectively.

Application 1 (Left):

- Capital - Public Facility, Infrastructure, Shelt...
- MDNLC - Housing Rehab and Dev...**
- SERV24--0000000072
- Megadodo Publishing
- STATUS:** In Eligibility and Risk Assessme...

Application 2 (Right):


- Organization Information 2026
- Megadodo Services**
- ORG-INFO24-0000000018
- Megadodo Publishing
- Deadline:** Jul 27 2023 12:01 PM (PDT)

Callouts:

- Part 1 – Organizational Information 2026** (points to the right application card)
- Part 2 – Project Application 2026** (points to the left application card)

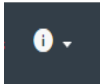


5 TIPS FOR A GREAT APPLICATION

- Give the full story about your project within the parameters of the question and instructions provided.
 - Have someone else proofread – checking for clarity, content & continuity (and typos)
 - Double check your math – do the budget forms correctly!!!
 - Make sure you have uploaded the correct forms
 - Don't wait until the last minute to submit your application!
- 

Getting Help

Technical Assistance for Online Application

- SurveyMonkey Apply staff will provide technical assistance for web application related issues.
- Click  link at top-right of SurveyMonkey Apply webpage and follow the instructions.
- Questions about forms or narrative questions in the application should be directed to CGA staff.

2026 Coordinated Grant Application

Things to be aware of for CDBG & HOME Projects:

- Environmental Clearance
- Davis Bacon & Section 3
- Build America Buy America Act
- Procurement
- Acquisition and Relocation issues
- Timely expenditure of funds & project completion
- 5 to 20 Year Period of Affordability/Restricted Use
- Match Requirement
- Reimbursement Basis

2026 Coordinated Grant Application

Things to be aware of for CIAH Funded Projects:

- Period of Affordability
- Reimbursement Basis
- State Prevailing Wage Requirements
- Newer Program – Send questions

Review and Awards Process

Review & Award Process

Part 1: Risk Assessment & Eligibility Review

- Staff will review all applications submitted for organization and program eligibility

Part 2: Eligible Applications Reviewed & Scored by Staff and Grant Recommendation Committee (GRC)

- Overall Project Description
- Timeline – readiness to proceed
- Project Management Experience
- Need and Population Served
- Project Financial Feasibility

Review and Award Process

- No agency interviews for County CIAH/CDBG/HOME funds
- County staff to present same elements of each application to the Grant Recommendation Committee (GRC) Sept. 9th – 11th
- Staff works with GRC to match funding sources to projects based on eligibility
- GRC discusses projects & formulate project funding recommendations Sept. 16th.
- City of Bremerton CDBG will hold interviews on Sept. 8th – 11th (exact dates TBD) & formulate funding recommendations on Sept. 12th.

Public Comment

County Funding Awards

- Funding recommendations posted Sept. 23rd for a 30-day public comment period
- GRC recommendations are forwarded to the Kitsap Board of County Commissioners for public hearing and approval Oct. 27.

City of Bremerton CDBG Awards

- Funding recommendations posted Sept. 19th for a 30-day public comment period
- Recommendations are forwarded to the Bremerton City Council for public hearing and approval Nov. 5th.

Assistance

Getting Help

- Bonnie Tufts
Kitsap County CDBG/HOME Programs
btufts@kitsap.gov
- Shannon Bauman
Kitsap County CDBG/HOME Programs
sbauman@kitsap.gov
- Joel Warren
Kitsap County CIAH Program
jwarren@kitsap.gov
- Sarah Lynam
City of Bremerton CDBG
Sarah.Lynam@ci.Bremerton.wa.us

Q&A

We will answer additional questions—
use the Raise Hand feature and we
will call on you